SHARP®

MODEL

SF-2014
SF-2114

ELECTROSTATIC COPYING MACHINE

OPERATION MANUAL

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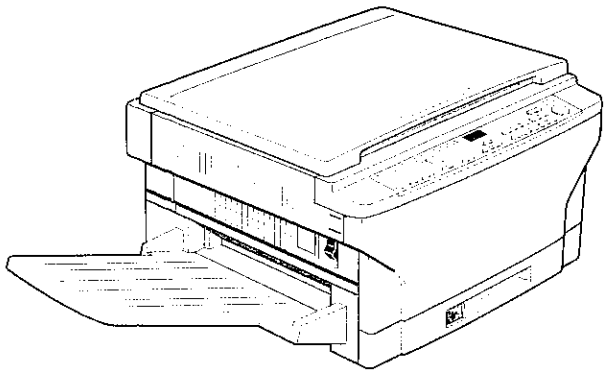

In some areas, the "POWER" switch positions are marked "I" and " ⏻ " on the copier instead of "ON" and "OFF".
The symbol " ⏻ " denotes the copier is not completely de-energized but in a stand-by condition at this "POWER" switch position.
If your copier is so marked, please read "I" for "ON" and " ⏻ " for "OFF".
CAUTION:
For a complete electrical disconnection, pull out the main plug.

This apparatus complies with the requirements of EN 55014, 02.1987 and BS 800:1988.

Dieses Gerät stimmt mit den Bedingungen der EN 55014, 02.1987 überein.

Cet appareil répond aux spécifications de la EN 55014, 02.1987.

Dit apparaat voldoet aan de vereiste EN 55014, 02.1987.

Apparatet opfylder kravene i EN 55014, 02.1987.

Questo apparecchio è stato prodotto in conformità alle EN 55014, 02.1987.

Αύτή ή συσκευή τηρεΐ τίς προδιαγραφές τής EN 55014, 02.1987.

Este aparelho responde às especificações da EN 55014, 02.1987.

Este aparato cumple las especificaciones de la EN 55014, 02.1987.

Caution!
The socket-outlet shall be installed near the equipment and shall be easily accessible.

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INTRODUCTION

Welcome to the world of high-quality copying with the SF-2014 and SF-2114 copiers. These copiers are designed to economically provide for all your basic copying needs in a mininum amount of office space and with maximum operational ease. Their main features are:

- Space conservation with a fixed platen and front-loading paper tray
- Easy operation
- Automatic exposure control
- PHOTO mode copying
- Power savings with preheat and auto power shut-off modes

To assure optimum use of all copier functions, please familiarise yourself with this manual and the copier. Be sure to keep this manual available for quick reference during copier operation.

NOTE:
The reduction/enlargement/zoom function is provided in the SF-2114 but not in the SF-2014. The paper feed unit is provided as optional equipment for the SF-2114 but not for the SF-2014.

AB series (metric) and inch series references

Both specifications are quoted where applicable. The inch series specifications are quoted in brackets.
For example:

Page 10 ..... A6 to B4 (5-1/2" x 8-1/2" to 10" x 14")
Page 8, step 2-A ..... 81% and 70% (78% and 64%)

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A WORD ON COPIER INSTALLATION

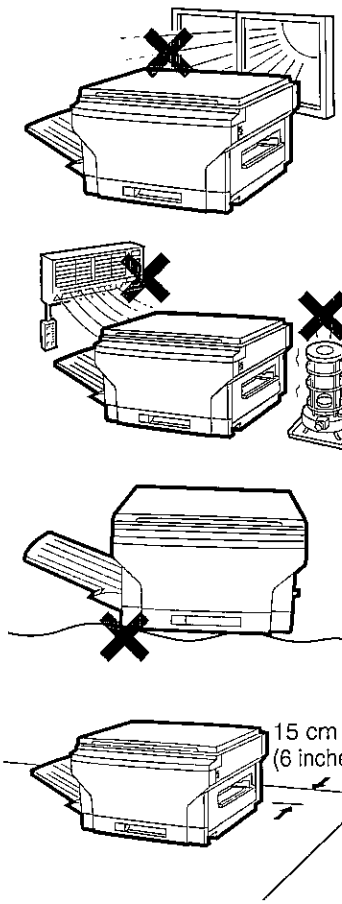
Improper installation may damage the copier. Please note the following during initial installation and whenever the copier is moved.

1. Be sure to use the rated power supply and to ground the copier.

2. Do not install the copier in areas that are:
   - damp or humid,
   - exposed to direct sunlight,
   - extremely dusty,
   - poorly ventilated,
   - subject to extreme temperature or humidity changes, e.g., near an air conditioner or heater.

3. Place the copier on a firm, level surface. Be sure to keep the copier level during copying.

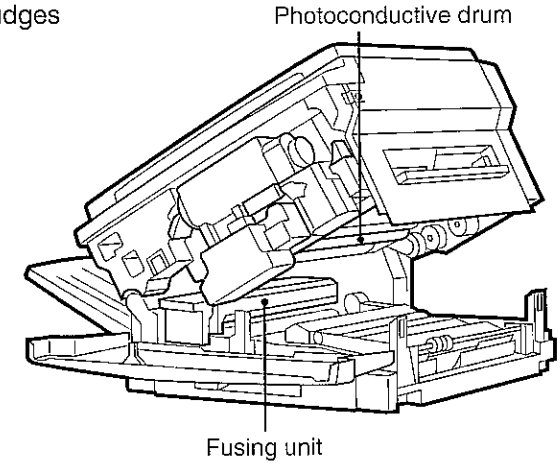
4. Keep the copier at least 15 cm (6 inches) from the back wall for proper ventilation and cooling.



CAUTIONS

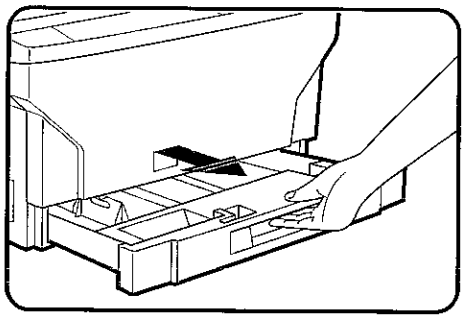
1. Do not touch the photoconductive drum. Scratches or smudges on the drum will cause dirty copies.

2. The fusing area is hot. Exercise care in this area.

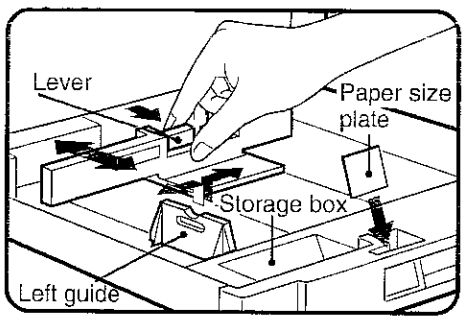


LOADING COPY PAPER

To save space, this copier has been designed with an adjustable front-loading tray, which is easily opened for paper loading and misfeed removal. For best results, use only Sharp recommended paper. (See page 30.)
The paper required ( ) indicator will light up when there is no copy paper in the selected paper feed station, or when the selected paper tray is not installed or is improperly installed.
When paper runs out while the optional multi bypass feeder is being used, a blinking will appear on the copy quantity display. (See page 37.)
For convenience of quickly changing paper sizes, additional trays (SF-UB14) are available. These are sold separately.

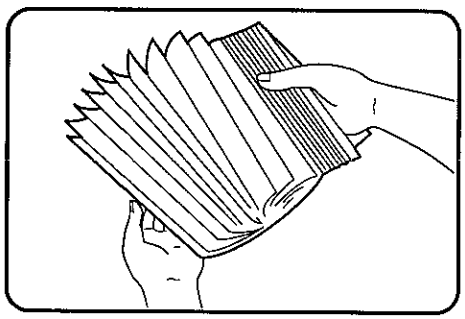


1 **Gently lift and pull out the paper tray.**



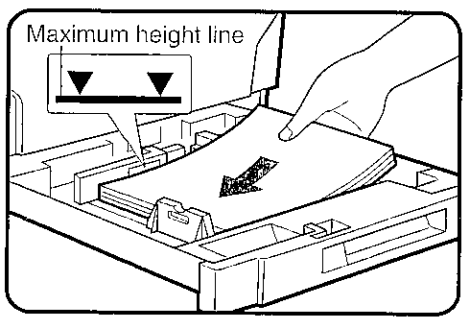
2 **To change to a different size of paper, the tray must be adjusted.**

- Move the left guide to the appropriate slot as marked on the tray. When using B4 (8-1/2" x 14") paper, remove the left guide and place it in the storage box.
- Push and hold the lever on the rear guide and move the guide to match with the width of the paper.
- Place the paper size plate as shown in this illustration. The paper size indication which shows through the slot on the front of the copier should match the selected paper size.



3 **Fan the copy paper and insert it into the tray.**

- Set the paper properly along the left and rear guides.



- The tray holds up to 250 sheets of paper. Do not load paper above the maximum height line.
- When adding paper, first remove remaining paper, combine it with the paper to be added and then reload as a single stack.

4 **Push the paper tray firmly back into the copier.**

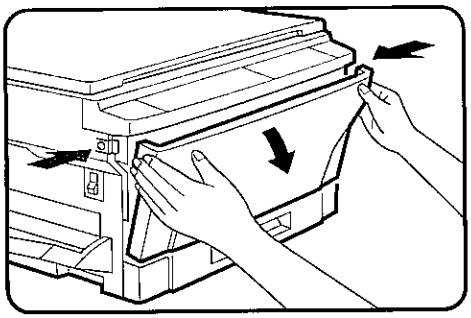
ADDING TONER

The toner required ( ) indicator will light up when toner is needed. If copying is continued while the indicator is lit, copies will gradually become lighter until the copier stops and the indicator begins blinking.
After the copier stops, it may be possible to make a few more copies by opening the front cover and tapping lightly with your fingers on the front side of upper part of the toner cartridge. If copying is not possible after this operation, replace the toner cartridge.
The indicator may also begin blinking during long copy runs of multiple dark originals, even though toner is left. If the indicator begins to blink, the copier will stop making copies. Open and close the front cover. When sufficient toner has been fed, the indicator will go out and the READY indicator will light up. Press the print ( ) button to resume copying.

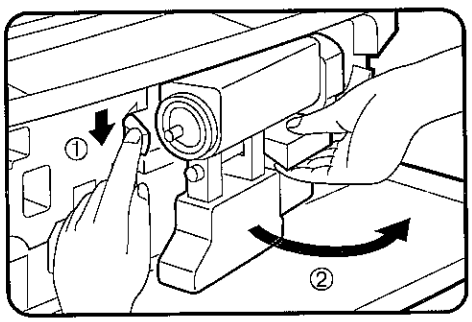
For best copying results, be sure to use only Sharp products.
The package of Sharp toner has the Genuine Supplies label.

SHARP

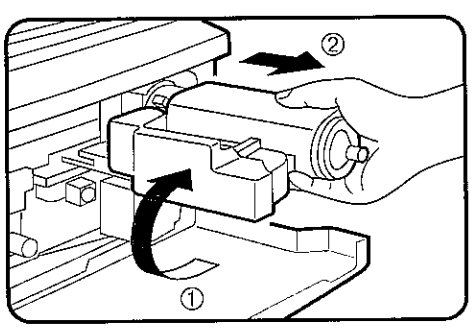
GENUINE SUPPLIES



1 **Press the buttons on both sides to unlatch the front cover and open it.**

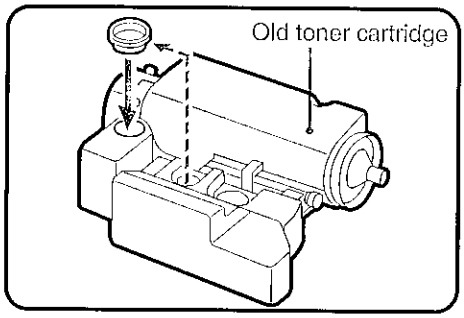


2 **Press down on the lever while pulling the handle to unlatch the toner cartridge. Grasp the handle and carefully swing the cartridge out and to the right of the copier until it stops.**



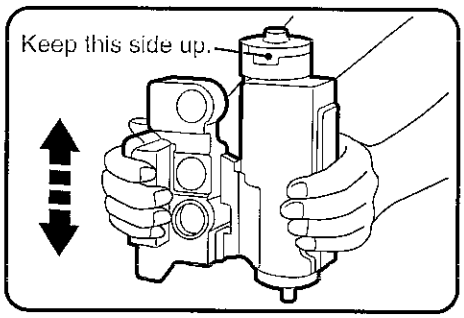
3 **Gently rotate the cartridge clockwise 90° and then pull to remove it.**

- Keep the old toner cartridge with the two holes up so as not to spill used toner.

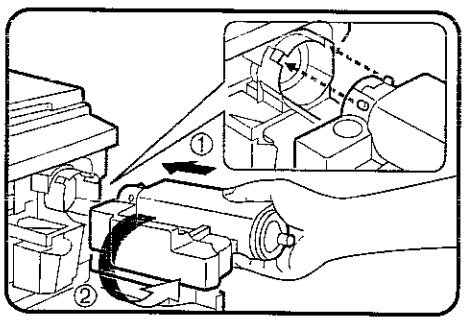


4 **Attach the cap onto the old toner cartridge.**

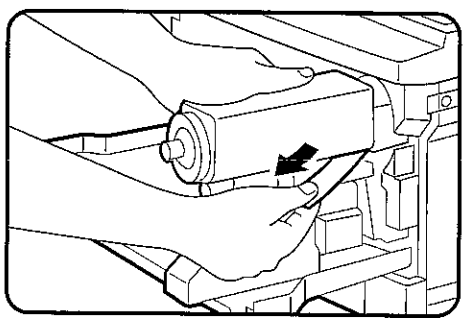
- Take the replacement cartridge from its box and use the box for disposal of the old cartridge.



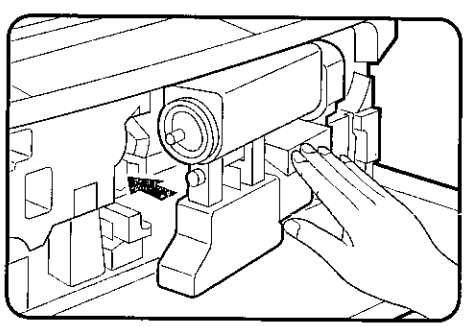
5 **Shake the new toner cartridge nine or ten times.**



6 **Install the new toner cartridge by positioning the protrusions in the slots and then rotating the cartridge counterclockwise 90°.**

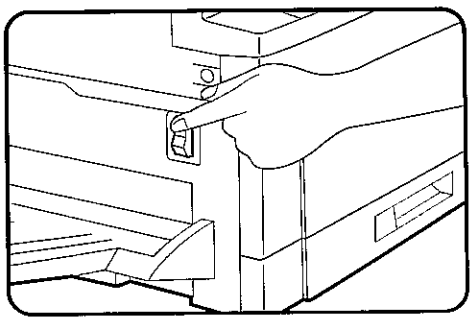


7 **While holding the toner cartridge, pull out the toner sealing tape completely.**



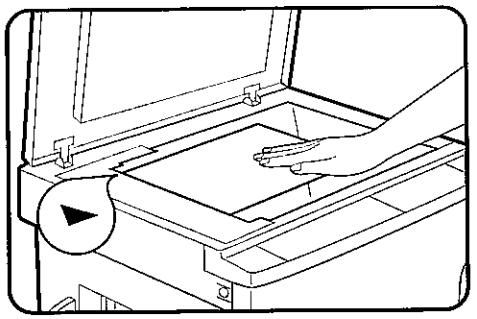
8 **Swing the toner cartridge back in place and close the front cover.**

NORMAL COPYING



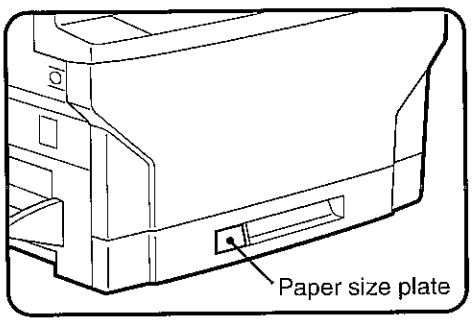
1 Turn the power switch on.

- It will take about 30 seconds for the copier to warm up. After warm-up, the READY indicator will light up, indicating that copying is possible.
- If the power is already on and all indicators except the POWER SAVE (⏻) indicator are off, the copier is in the auto power shut-off mode. Press the print ( ) button in this case. See page 24, POWER SAVE MODE.



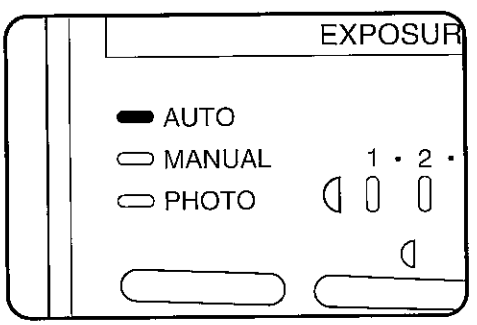
2 Place the original face down on the document glass. Align it with the original size scale and close the document cover.

- Make sure the upper left corner of the original is set to the position indicated by the " ◣ " mark, as shown.
- Image void (max. 3 mm (1/8")) can occur at the leading and trailing edges of the copies.



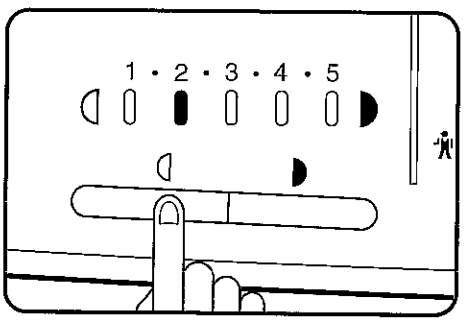
3 Ensure that the copy paper size in the paper tray is the same size as the original.

- If an optional paper feed unit (SF-2114 only) or multi bypass feeder is installed, use the TRAY SELECT ( ) key to select the paper feed station containing paper the same size as the original.

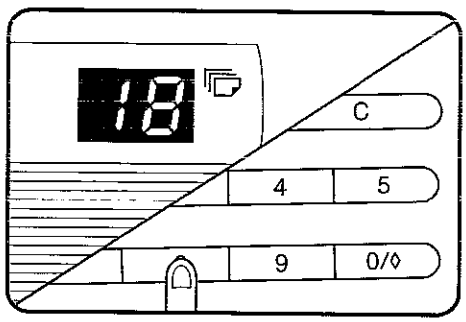


4 Adjust the copy density.

- Copy density adjustment is not required for most originals in the automatic exposure mode. See page 12 to adjust the automatic exposure level.

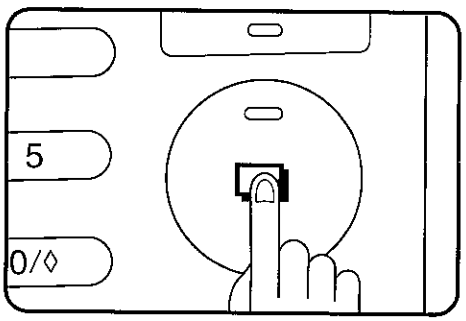


- For manual copy density adjustment, press the AUTO/MANUAL/PHOTO (AUTO / ◐···◑ / 🏠) key to select MANUAL (◐···◑) and adjust with the light (◐) and dark (◑) keys as desired.
  For photographs, select PHOTO (🏠) and then adjust with the light (◐) and dark (◑) keys as desired.
- There are 9 exposure steps indicated by 5 indicator lights. (The indicators light up one or two at a time.)
  Successive pushes of the light (◐) key will change the indicator lights in the order (3) → (3•2) → (2) → (2•1) → (1).
  Successive pushes of the dark (◑) key will change the indicator lights in the order (3) → (3•4) → (4) → (4•5) → (5).



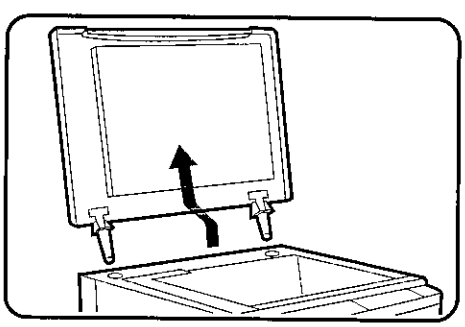
5 Set the number of copies using the 10-key pad.

- A single copy can be made with the initial setting, i.e., when "0" is displayed.
- Press the clear (C) key to clear an entry if a mistake is made.



6 Press the print (⎙) button.

- The copy quantity display will decrease by 1 each time a copy is made.
- Press the clear (C) key to stop copying in the middle of a run.
- To repeat the same copy sequence for a different original, simply replace the original and press the print (⎙) button.



How to remove the document cover

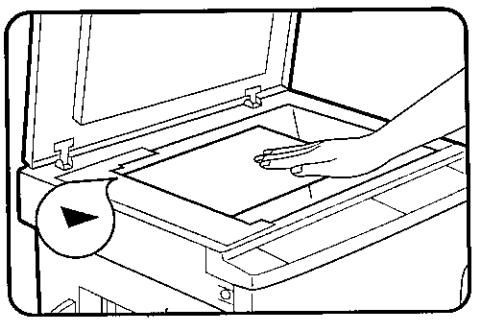
The document cover can be removed to allow copying of bulky objects. To remove it, open the document cover and lift it at a slight backward angle.

- To reattach the document cover, reverse the above procedure.

REDUCTION/ENLARGEMENT/ZOOM
[SF-2114 only]

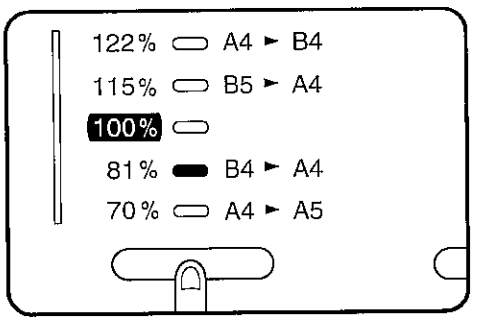
Reduction and enlargement ratios can be selected with the COPY RATIO selector key and the ZOOM (≫ , ≪) keys. The zoom function enables precise copy ratio selection from 64% to 129%, in 1% increments.

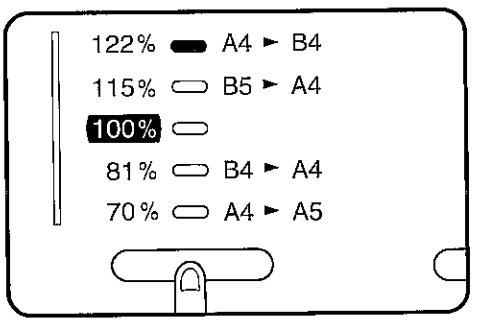
- This function is provided in the SF-2114 but not in the SF-2014.



1 **Place the original on the document glass and close the document cover.**

- Make sure the upper left corner of the original is set to the position indicated by the " ◣ " mark, as shown.





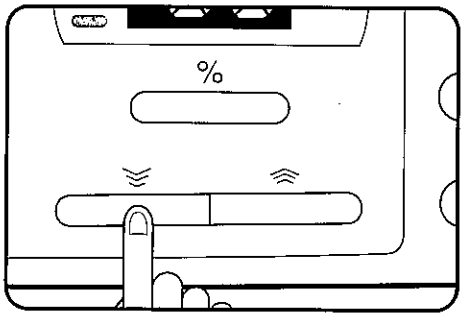
2 **Press the COPY RATIO selector key and the ZOOM (≫ , ≪) keys to select the desired copy ratio.**

A. **Preset reduction ratios are: 81% and 70% (78% and 64%)**
Examples:
An 81% reduction will copy a B4 original onto A4 copy paper.
A 70% reduction will copy an A4 original onto A5 copy paper.

Inch system
A 78% reduction will copy an 8-1/2" x 14" original onto 8-1/2" x 11" copy paper. (The actual size of the reduced image will be approximately 6.6" x 10.9".)
A 64% reduction will copy an 8-1/2" x 11" original onto 5-1/2" x 8-1/2" copy paper. (The actual size of the reduced image will be approximately 5.4" x 7.0".)

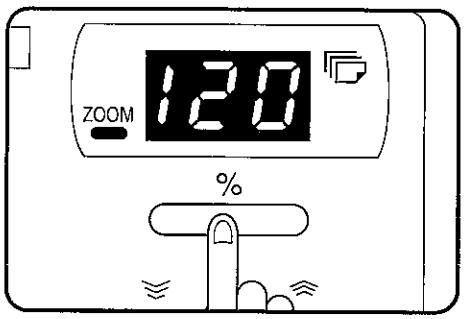
B. **Preset enlargement ratios are: 122% and 115% (129% and 117%)**
Examples:
A 122% enlargement will copy an A4 original onto B4 copy paper.
A 115% enlargement will copy a B5 original onto A4 copy paper.

Inch system
A 129% enlargement will copy a 5-1/2" x 8-1/2" original onto 8-1/2" x 11" copy paper. (The actual size of the enlarged image will be approximately 7.1" x 11.0".)
A 117% enlargement will copy an 8-1/2" x 11" original onto 10" x 14" copy paper. (The actual size of the enlarged image will be approximately 9.9" x 12.9".)

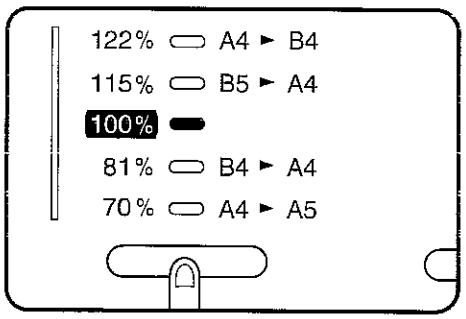


C. **Zoom ratios: Any ratio from 64% to 129% can be set, in 1% increments. Press the COPY RATIO selector key to set the approximate ratio, then press the ≫ key to decrease the ratio or the ≪ key to increase the ratio.**

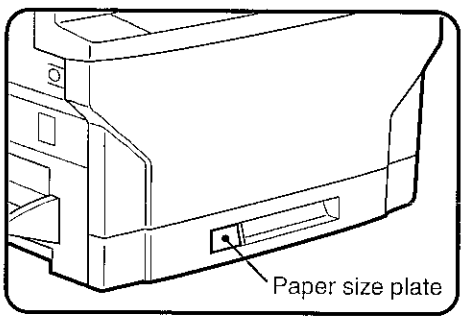
When a ZOOM (≫ , ≪) key is pressed, the ZOOM indicator will light up and the zoom ratio will be displayed on the copy quantity display.



When the key is released, the display will return to the copy quantity display. To verify a zoom setting without changing the zoom ratio, press and hold the COPY RATIO display (%) key. When the key is released, the display will return to the copy quantity display.

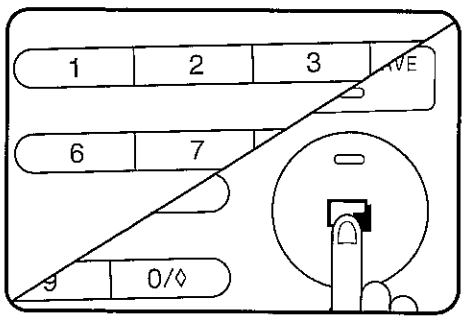


D. **Same-size reset: Press the COPY RATIO selector key repeatedly until the copy ratio returns to 100%.**



3 Check the copy paper size.

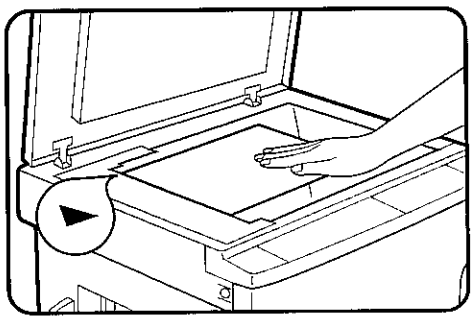
- If an optional paper feed unit or multi bypass feeder is installed, use the TRAY SELECT (▤) key to select the desired paper size.



4 Set the number of copies and press the print (▭) button.

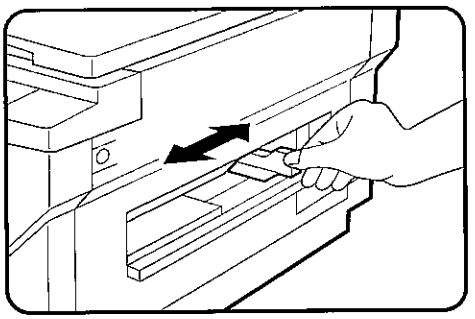
BYPASS (MANUAL FEEDING)

The single-sheet manual bypass can be used to feed standard paper, transparency film, label stock, tracing paper and other special purpose papers measuring from A6 to B4 (5-1/2" x 8-1/2" to 10" x 14"). (See page 30.)



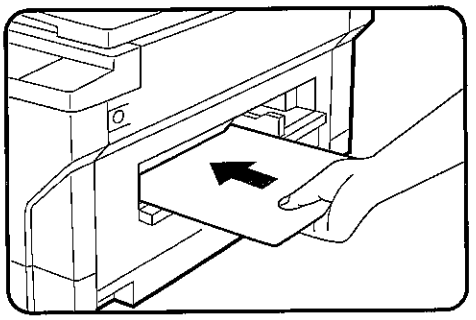
1 Place the original on the document glass.

- Make sure the upper left corner of the original is set to the position indicated by the " ◣ " mark, as shown.

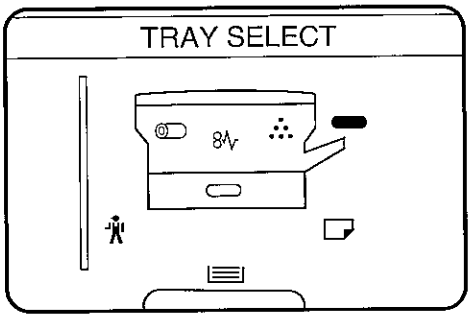


2 Adjust the manual bypass paper guide to the width of the paper.

- Paper other than A6 size must be fed narrow side into the feed slot.
- A6 size paper must be set according to width.



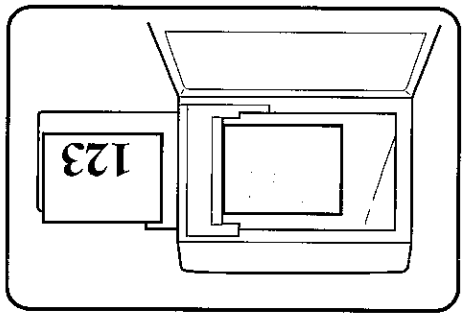
3 Insert a single sheet of paper into the feed slot.



- The bypass indicator in the TRAY SELECT section of the operation panel will light up and copying will begin automatically.

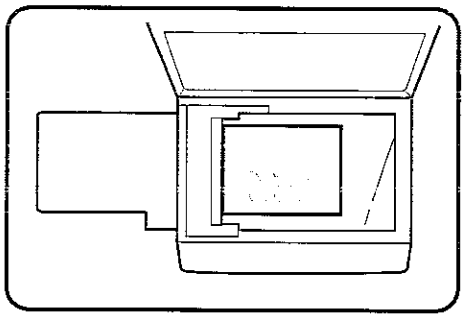
TWO-SIDED COPYING

Two-sided copies can be made on this copier using the single-sheet manual bypass or the optional multi bypass feeder (SF-MF14).



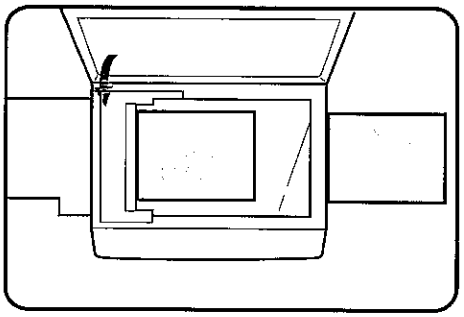
1 **Place the first original on the document glass and make a copy.**

- The first copy can be made using any of the paper feed stations.



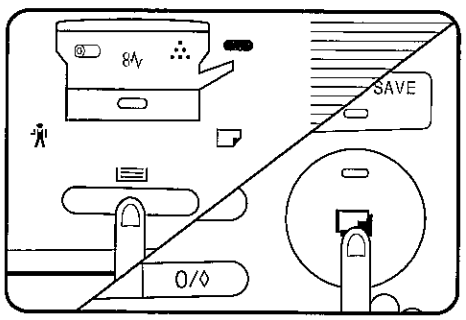
2 **Replace the first original with the second original.**

- Make sure that the first and second originals are oriented in the same way on the document glass.



3 **Close the document cover. Turn the first copy over without changing its top-bottom orientation and feed it into the manual bypass.**

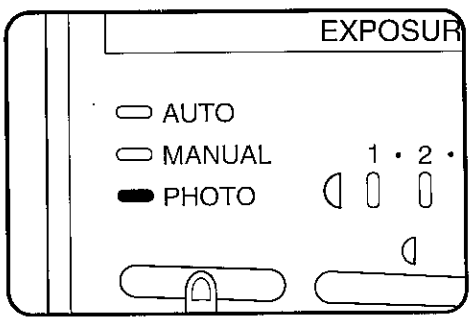
- Copying will begin automatically.



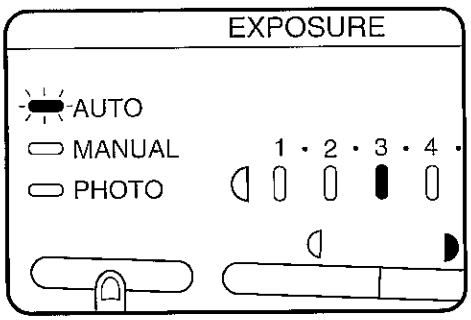
- When using the optional multi bypass feeder, use the TRAY SELECT (▤) key to select the bypass and press the print (▣) button. Be sure to feed the copy one sheet at a time.

AUTOMATIC EXPOSURE ADJUSTMENT

The automatic exposure level can be adjusted to suit your copying needs.

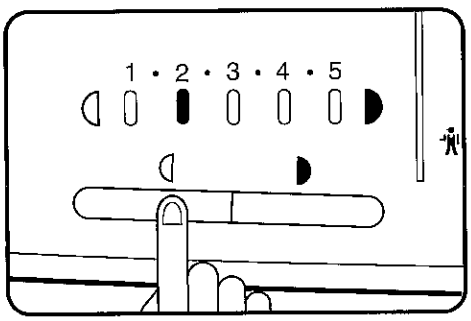


1 **Press the AUTO/MANUAL/PHOTO (AUTO , ◐···◑ , 🖻) key to select the PHOTO (🖻) mode.**

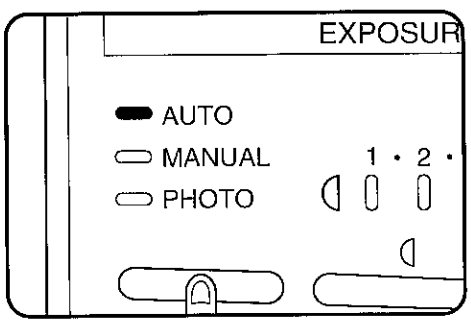


2 **Press and hold the AUTO/MANUAL/PHOTO (AUTO , ◐···◑ , 🖻) key for approximately 5 seconds.**

- The PHOTO (🖻) indicator will go out and the AUTO indicator will begin to blink.
- One or two exposure indicators corresponding to the automatic exposure level which has been selected will light up. The factory default setting is level "3".



3 **Press the light (◐) or dark (◑) key to lighten or darken the automatic exposure level as desired.**

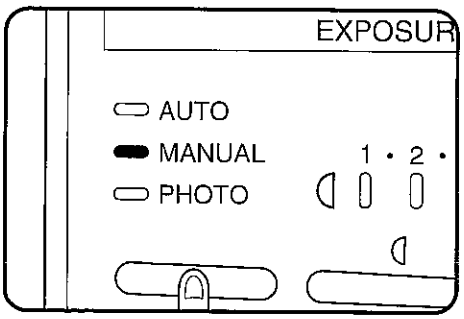


4 **Press the AUTO/MANUAL/PHOTO (AUTO , ◐···◑ , 🖻) key.**

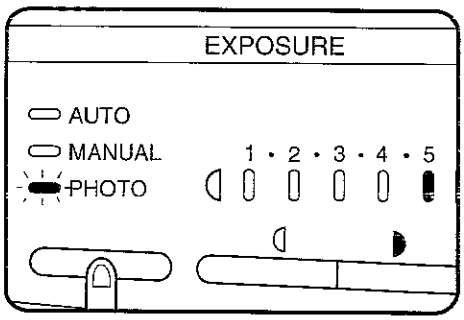
- The AUTO indicator will stop blinking and light up steadily.
- This automatic exposure level will remain in effect until you change it again by this procedure.

TONER SAVE MODE

This mode reduces toner consumption, increasing cost effectiveness, with only a slight loss in copy density. Follow the procedure below for setting the toning level.

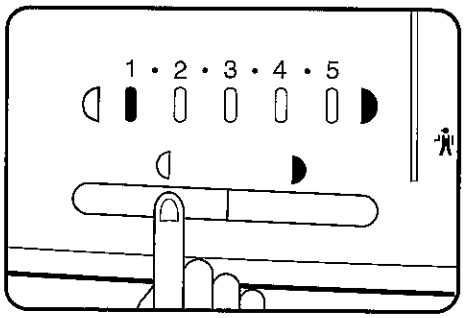


1 **Press the AUTO/MANUAL/PHOTO (AUTO , ◖···◗ , 🖷) key to select the MANUAL (◖···◗) mode.**



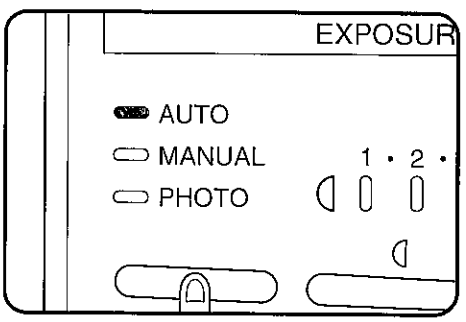
2 **Press and hold the AUTO/MANUAL/PHOTO (AUTO , ◖···◗ , 🖷) key for approximately 5 seconds.**

- The MANUAL (◖···◗) indicator will go out and the PHOTO (🖷) indicator will begin to blink.
- The exposure indicator marked "5" will light up, indicating that the standard toner mode is active.



3 **To enter the toner save mode, press the light (◖) key.**

- The exposure indicator marked "1" will light up, indicating that the toner save mode is selected.



4 **Press the AUTO/MANUAL/PHOTO (AUTO , ◖···◗ , 🖷) key twice.**

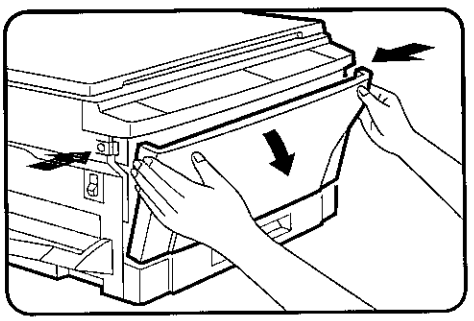
- The PHOTO (🖷) indicator will stop blinking and the AUTO indicator will light up steadily. The toner save mode is now active.
- To return to the standard mode, repeat the procedure but use the dark (◗) key to select exposure level "5" in step 3.

MISFEED REMOVAL

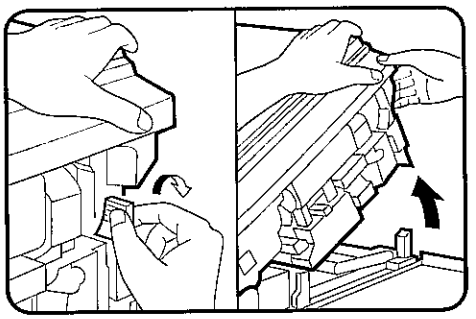
The copier will stop and the misfeed ( ) indicator will blink when a misfeed occurs. If a misfeed occurs in a paper tray, the TRAY SELECT indicator corresponding to the misfeed location will also blink.
After removing the misfed paper, open and close the front cover and ensure that the indicator has gone out.

If paper is accidentally torn during removal, be sure to remove all the pieces.
Be careful not to damage the photoconductive drum or the corona wires.
For misfeeds in optional equipment, see the respective sections of the operation manual.

Misfeed in the paper tray



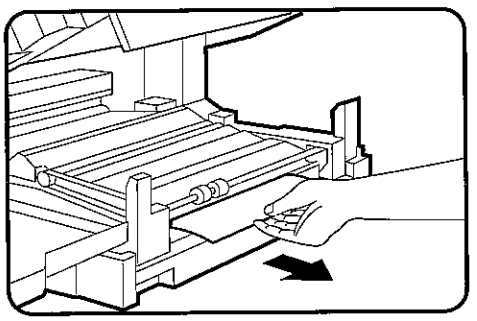
1 Press the buttons on both sides to unlatch the front cover and open it.



2 Press the release lever to open the copier.

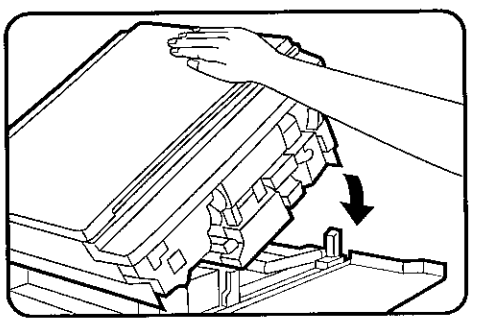
CAUTION

Be sure to open the upper unit slowly and gently, and do not let go of it until it is fully open.



3 Remove the misfed paper.

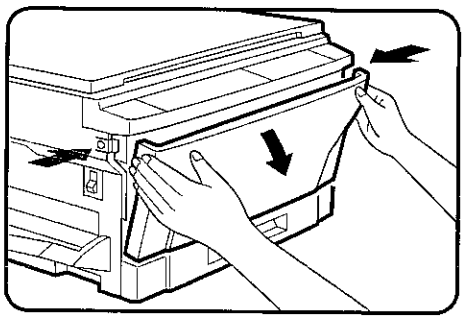
- Be careful not to tear the misfed paper during removal.



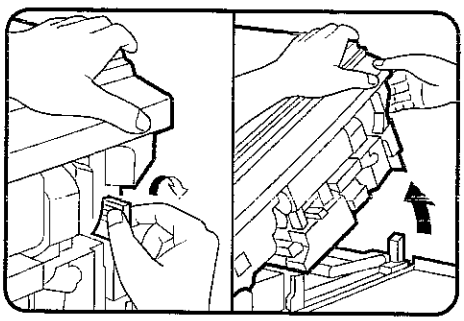
4 Push down the upper half of the copier to close it and close the front cover.

- Confirm that the indicator has gone out.

Misfeed in the transport area and fusing area



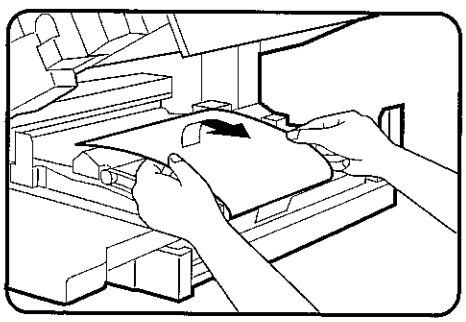
1 **Press the buttons on both sides to unlatch the front cover and open it.**



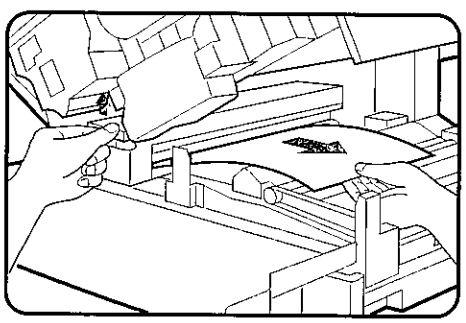
2 **Press the release lever to open the copier.**

CAUTION

Be sure to open the upper unit slowly and gently, and do not let go of it until it is fully open.



3 **Carefully remove the misfed paper.**



- If the misfed paper is stuck in the fusing area, raise the fusing unit lever and remove the paper.

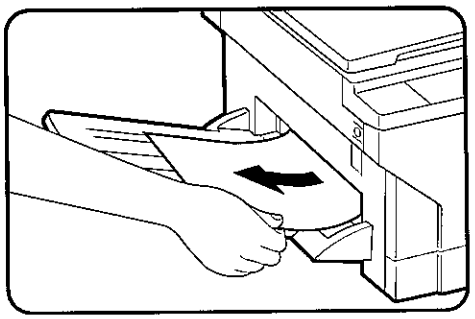
CAUTION

The fusing area is hot. Take care in removing paper.

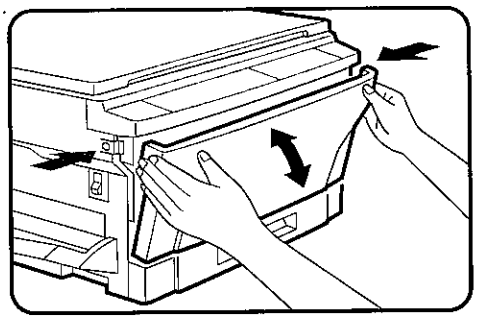
4 **Push down the upper half of the copier to close it and then close the front cover.**

- Confirm that the [8A] indicator has gone out.

Misfeed in the exit tray



1 **Carefully remove the misfed paper.**



2 **Open and close the front cover.**

- Confirm that the [8] indicator has gone out.

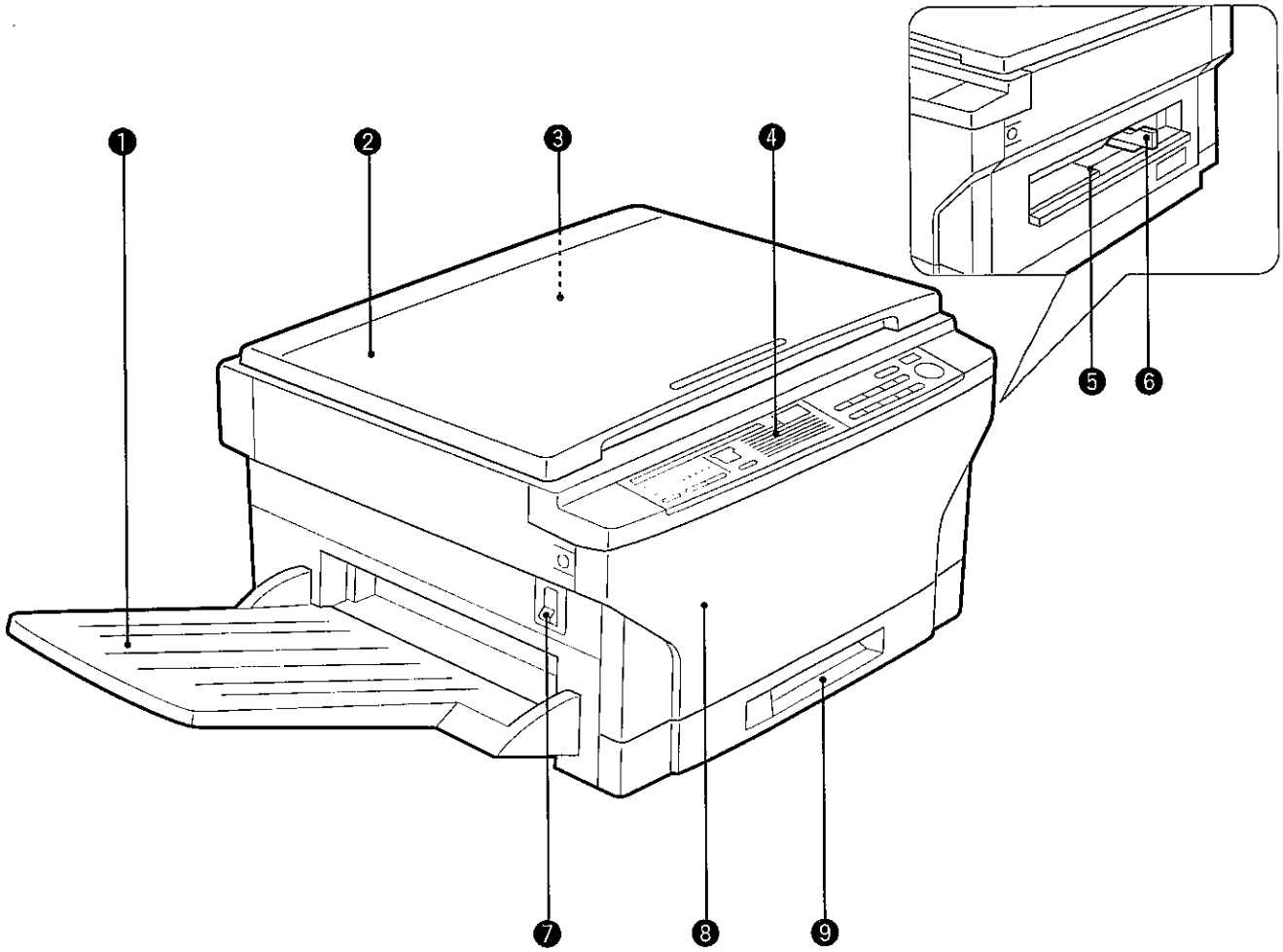
MAINTENANCE REQUIRED

When the maintenance required ([icon]) indicator lights up, service by an authorised Sharp Service Technician is required. Contact your Service Centre as soon as possible.

When replacement of the photoconductive drum is needed, the drum replacement required ([icon]) indicator also lights up. Your Sharp Service Technician will replace the photoconductive drum.

PART NAMES AND FUNCTIONS

Overall layout



1 Exit tray
Finished copies are deposited in the exit tray.

2 Document cover
Place the original on the document glass and close the document cover before copying starts.

3 Document glass
Place the document to be copied here.

4 Operation panel
All copier controls are located here for easy operation.

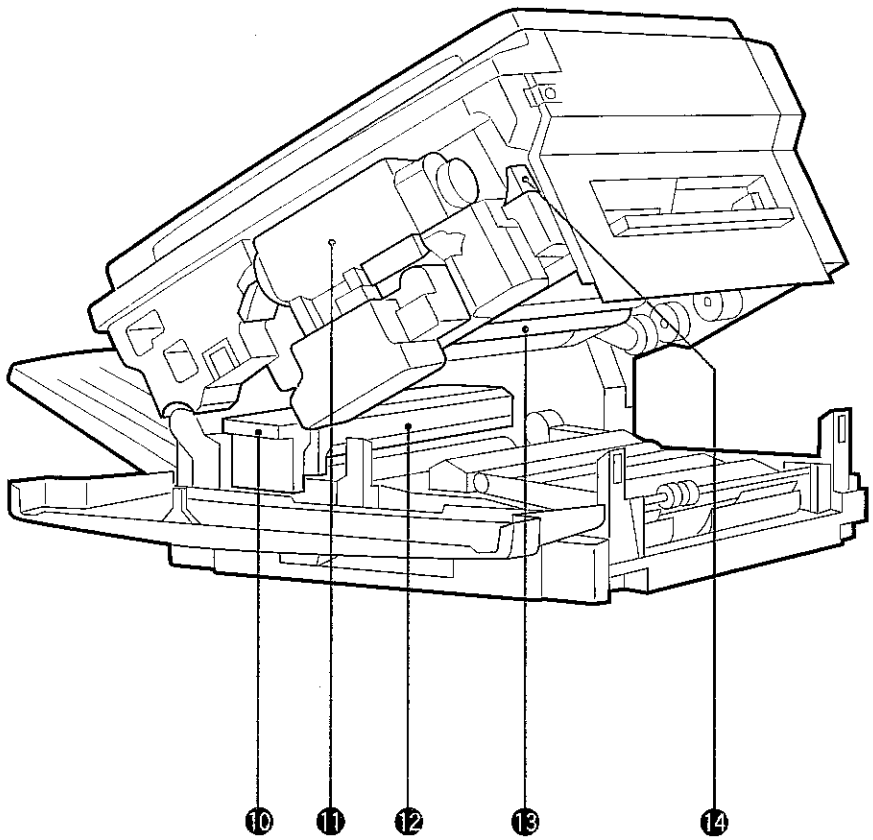
5 Manual bypass
Special papers (including transparency film, labels) and copy paper can be fed here.

6 Manual bypass guide
Adjust to the width of the copy paper.

7 Power switch
Press to turn copier power on and off.

8 Front cover
Open to remove misfeeds and for copier servicing. (Push in at both sides.)

9 Paper tray
Holds 250 sheets of copy paper.



⑩ Fusing unit lever
If a paper misfeed occurs in the fusing area, raise this lever to remove the paper.

⑪ Toner cartridge
Contains toner. Also, used toner and used developer are collected here.

⑫ Fusing unit
The fusing area is hot. Exercise care in this area.

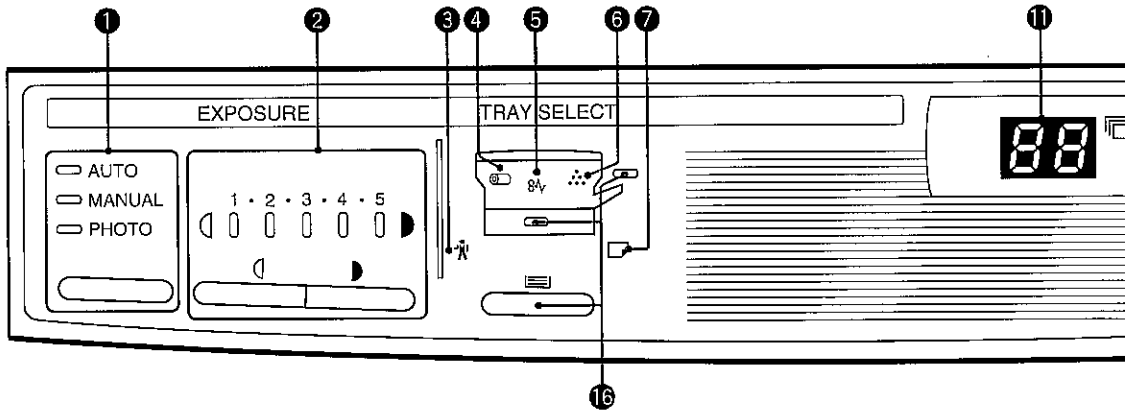
⑬ Photoconductive drum
Copy images are formed on the photoconductive drum.

⑭ Release lever
Press to release the upper half of the copier.

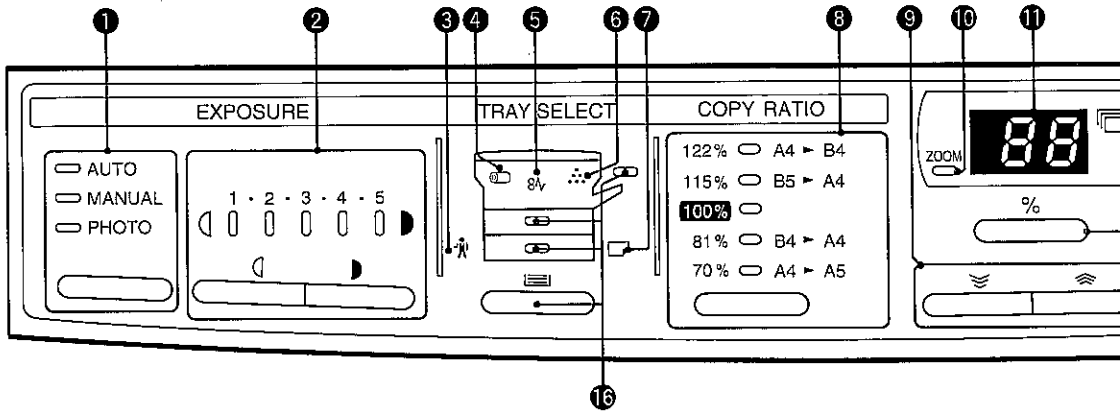
Accessories
Operation manual 1

Operation panel

SF-2014



SF-2114



❶ **AUTO/MANUAL/PHOTO (AUTO , ◐···◑ , 🖻) key and indicators** (p. 6)
Press to select the exposure mode.

❷ **Light (◐) and dark (◑) keys and exposure indicators** (p. 6)
Use to adjust the MANUAL (◐···◑) or PHOTO (🖻) exposure levels.

❸ **Maintenance required (🔧) indicator** (p. 17)
Lights up when maintenance is required. Call your authorised Sharp Service Centre.

❹ **Drum replacement required (⊂⊃) indicator** (p. 17)
Lights up when photoconductive drum replacement is required. Call your authorised Sharp Service Centre.

❺ **Misfeed (⚠) indicator** (p. 14)
Blinks when a paper misfeed occurs.

❻ **Toner required (∴) indicator** (p. 4)
Lights up or blinks when toner is required.

❼ **Paper required (🗋) indicator** (p. 3)
Lights when there is no copy paper in the paper tray.

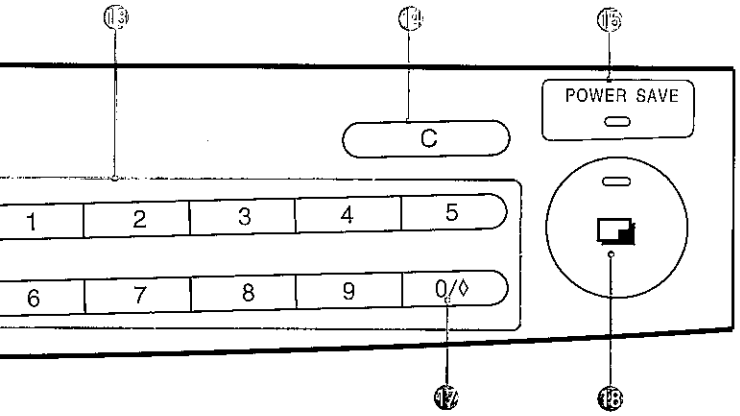
❽ **COPY RATIO selector key and indicators (SF-2114 only)** (p. 8)
Press to select the desired copy ratio.

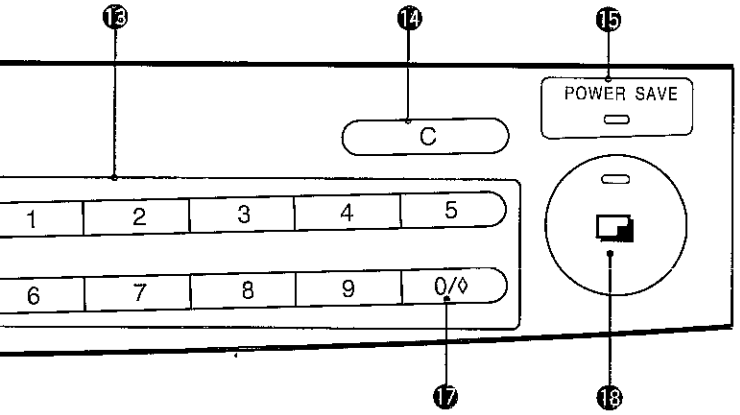
❾ **ZOOM (⩔ , ⩓) keys (SF-2114 only)** (p. 8)
Use to select any enlargement or reduction copy ratio from 64 to 129%, in 1% increments.

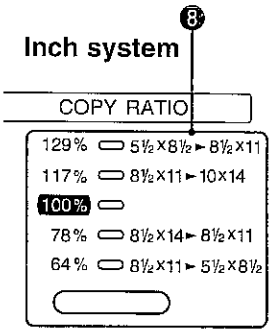
❿ **ZOOM indicator (SF-2114 only)** (p. 8)
Lights up when a zoom ratio is set.

⓫ **Copy quantity display**
Displays the specified copy quantity, the total number of copies, or the selected copy ratio (SF-2114 only).

In certain countries or areas, functions ❶ to ⓯ are indicated on the operation panel with a symbol.







⓬ COPY RATIO display key (SF-2114 only) (p. 8)
While this key is being pressed, the copy ratio is displayed on the copy quantity display.

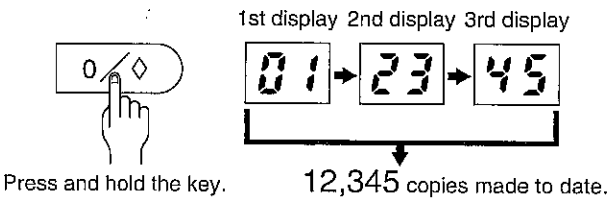
⓭ 10-key pad
Use to select the desired copy quantity.

⓮ Clear (C) key
Clears the copy quantity display or terminates a copy run.

⓯ POWER SAVE (⏻) indicator (p. 24)
Lights up when the copier is in the power save mode.

⓰ TRAY SELECT (▤) key and indicators (p. 6)
Press to select the paper feed station when an optional paper feed unit (SF-2114 only) or optional multi bypass feeder is installed.
The selected paper feed station is shown by a lit indicator.
The misfeed location is also shown by a blinking indicator if the location is a paper feed station.

⓱ Zero/readout key
Use as part of 10-key pad to enter copy quantity.
Press during a continuous copy run to display the number of copies completed in the current run.
Press during standby to display the total number of copies made to date.



⓲ Print (▭) button and READY indicator
Copying is possible when the indicator is on.
Press the print (▭) button to start copying.

AUTO CLEAR TIME

The copier returns to the initial settings a preset amount of time after the last copy is made. This preset amount of time is called auto clear time.

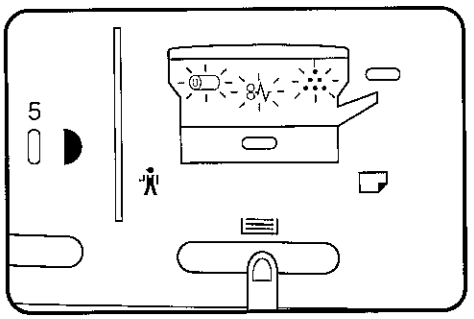
The initial settings are shown below. The copier assumes the initial settings when it is first turned on or when the auto clear time elapses after the last copy is made in any mode.

Initial settings

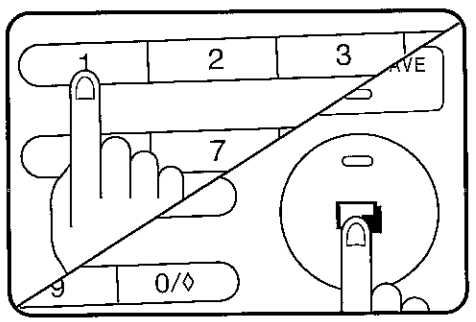
- Copy ratio: 100%
- Exposure: Automatic
- Copy quantity: 0

The auto clear time can be set as below.

How to change the auto clear time



1 **Press and hold the TRAY SELECT ( ) key for more than 5 seconds until the indicator, indicator, and indicator all blink.**

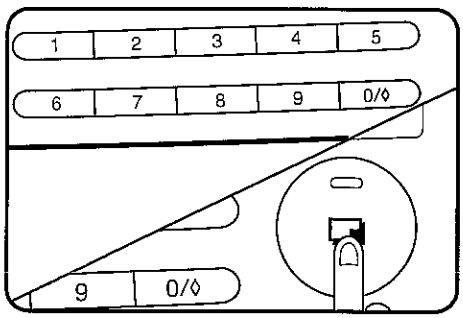


2 **Press key 1.**

- A "1" will blink in the left of the copy quantity display.
- If a mistake is made, press the clear (C) key.

3 **Press the print ( ) button.**

- The number corresponding to the auto clear time which has been selected will blink in the right of the copy quantity display.
  "0" (OFF), "1" (30 sec.), "2" (60 sec.),
  "3" (90 sec.), "4" (120 sec.)
  The factory default setting is "2" (60 sec.).
- If "0" (OFF) is selected, the copier will not return to the initial settings.

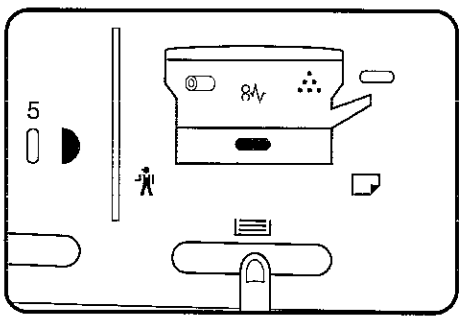


4 **Select the desired auto clear time using the 10-key pad.**

- The entered number will blink in the right of the copy quantity display.

5 **Press the print ( ) button.**

- The entered value will be stored.
- If you press the clear (C) key, you will return to step 2.



6 **Press the TRAY SELECT ( ) key.**

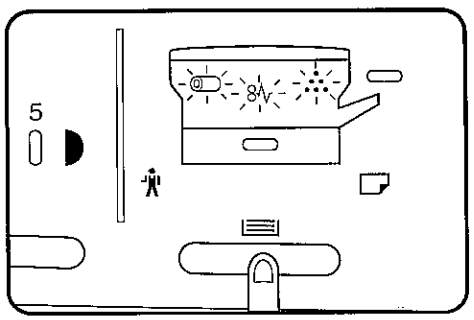
- The indicator, indicator, and indicator will all go out.

POWER SAVE MODE

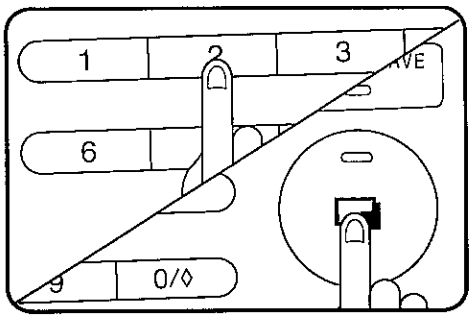
The copier enters the power save mode a preset amount of time after the last copy is made or any key input is made. Copying is possible in the power save mode, but the first-copy time is longer than usual.
The copier has two power save modes: preheat mode and auto power shut-off mode.
When the copier enters the preheat mode, the POWER SAVE (⏻) indicator will light up and other indicators will remain on or off as before.

When the copier enters the auto power shut-off mode, the POWER SAVE (⏻) indicator will light up and all other indicators will go out. The auto power shut-off mode saves more power but requires a longer time to warm up before copying can begin.
The time that elapses before the copier enters the power save mode after any operation is made can be set as below.

Setting the preheat mode



1 **Press and hold the TRAY SELECT (▤) key for more than 5 seconds until the ⏻ indicator, 🌿 indicator, and ⁂ indicator all blink.**

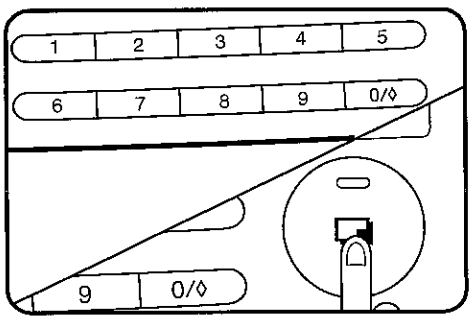


2 **Press key 2.**

- A "2" will blink in the left of the copy quantity display.
- If a mistake is made, press the clear (C) key.

3 **Press the print (⎙) button.**

- The number which has been selected will blink in the right of the copy quantity display. This number corresponds to the time that elapses before the copier enters the preheat mode after any copier operation is made.
  "0" (OFF), "1" (30 sec.), "2" (60 sec.), "3" (90 sec.), "4" (120 sec.)
  The factory default setting is "3" (90 sec.).

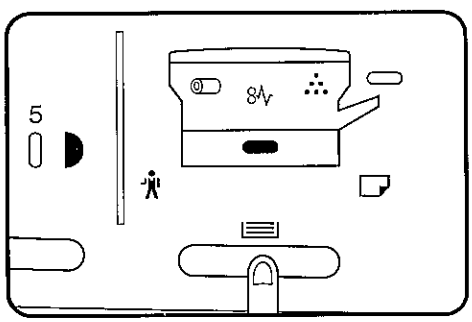


4 **Select the desired time using the 10-key pad.**

- The entered number will blink in the right of the copy quantity display.

5 **Press the print (⎙) button.**

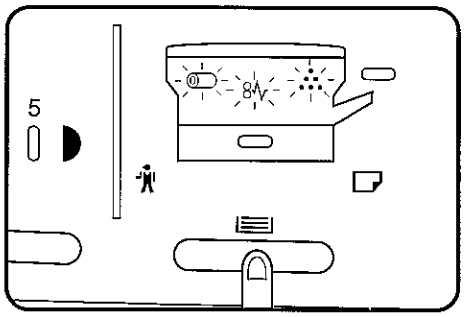
- The entered value will be stored.
- If you also wish to set the auto power shut-off mode, press the clear (C) key and proceed to step 2 of the next page.



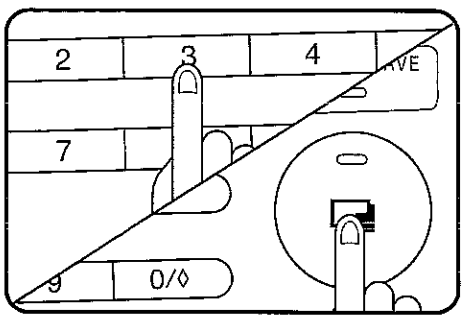
6 **Press the TRAY SELECT (▤) key.**

- The ⏻ indicator, 🌿 indicator, and ⁂ indicator will all go out.

Setting the auto power shut-off mode



1 **Press and hold the TRAY SELECT ( ) key for more than 5 seconds until the indicator, indicator, and indicator all blink.**

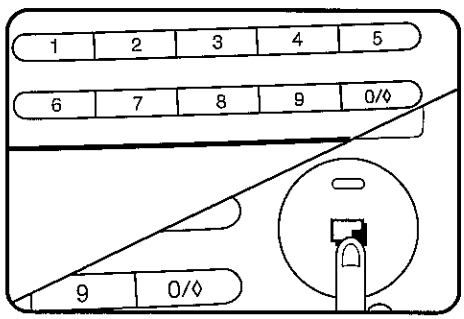


2 **Press key 3.**

- A "3" will blink in the left of the copy quantity display.
- If a mistake is made, press the clear (C) key.

3 **Press the print ( ) button.**

- The number which has been selected will blink in the right of the copy quantity display. This number corresponds to the time that elapses before the copier enters the auto power shut-off mode after any copier operation is made.
  "0" (OFF), "1" (2 min.), "2" (3 min.), "3" (5 min.), "4" (10 min.), "5" (15 min.)
  The factory default setting is "0" (OFF).

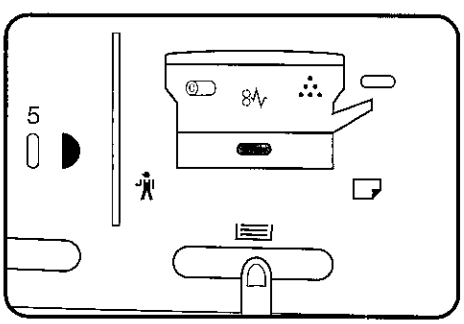


4 **Select the desired time using the 10-key pad.**

- The entered number will blink in the right of the copy quantity display.

5 **Press the print ( ) button.**

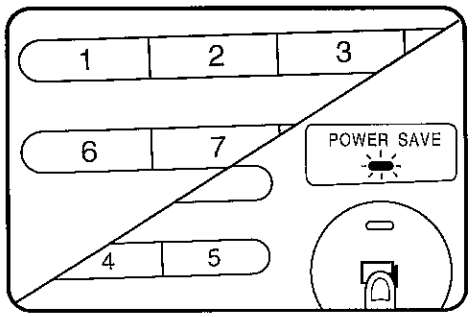
- The entered value will be stored.
- If you press the clear (C) key, you will return to step 2.



6 **Press the TRAY SELECT ( ) key.**

- The indicator, indicator, and indicator will all go out.
- If both the preheat mode and auto power shut-off mode are enabled, the copier will first enter the preheat mode and then the auto power shut-off mode when no copier operation is made.
  If the time for the preheat mode is set to 120 sec. and the time for the auto power shut-off mode is set to 2 min. (120 sec.), the copier will enter only the auto power shut-off mode 2 minutes after any copier operation.

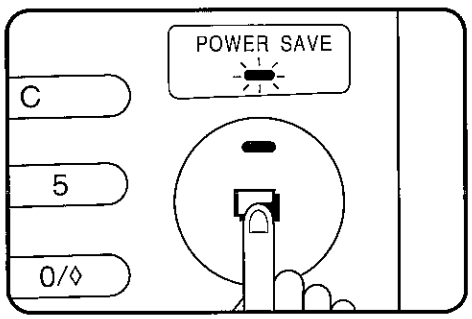
Copying from the preheat mode



Make desired copier selections and press the print ( ) button using the normal copying procedure.

- When any key input is made or any other copier operation is made, the POWER SAVE ( ) indicator will start to blink.
- When the print ( ) button is pressed, the READY indicator will go out and copying will start after approximately 10 seconds. The POWER SAVE ( ) indicator will go out when copying starts.

Copying from the auto power shut-off mode



1 **Press the print ( ) button.**

- The copier will exit the auto power shut-off mode and the POWER SAVE ( ) indicator will start to blink.

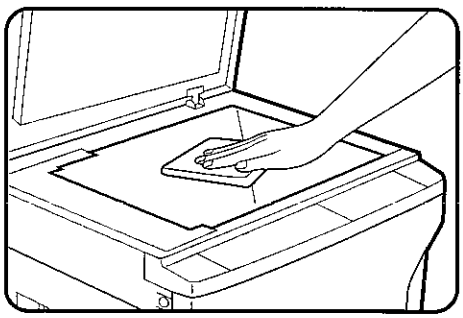
2 **Make desired copier selections and press the print ( ) button using the normal copying procedure.**

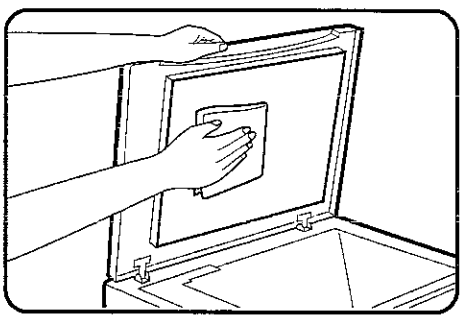
- It will take approximately 30 seconds for the copier to start copying.

USER MAINTENANCE

Proper care is essential for clean, sharp copies. Please take a few minutes to regularly clean your copier.

Document glass and document cover





Stains on the document glass or document cover will also be copied. Wipe the document glass and document cover with a soft, clean cloth.

- If necessary, dampen the cloth with water. Do not use thinner, benzene, or similar volatile cleaning agents.

COPIER TROUBLE?

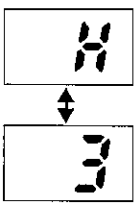
Problem	Solution	
Copier does not operate.	• Copier plugged in?	Plug the copier into a grounded outlet.
	• Power switch ON?	Turn the power switch ON. See page 6.
Copies are too dark or too light.	• Copy density properly adjusted?	See pages 6 and 12.
Blank copies.	• Is the original placed face down?	Place the original face down on the document glass.
Copies smear if rubbed.	• Paper too heavy?	Use copy paper within the specified range. See page 30.
	• Paper damp?	Replace with dry copy paper. Be sure to store copy paper in a dry location. See page 30.
Paper misfeeds frequently.	• Non-standard paper used?	Use standard paper. If using special paper, feed the paper through the manual bypass. See pages 10 and 30.
	• Paper properly installed?	Make sure the paper is properly installed. See page 3.
	• Pieces of paper inside copier?	Remove all pieces of misfed paper. See page 14.
	• Paper curled or damp?	Store copy paper flat in the wrapper in a dry location. See page 30.
Dust, dirt, smudges appear on copies.	• Document glass or document cover dirty?	Clean regularly. See page 27.
	• Original smudged or blotchy?	Use a clean original.

Problem	Solution	
Dust, dirt, smudges appear on copies.	• Is the [indicator] indicator on?	Maintenance is required. Contact your Sharp Service Centre as soon as possible. See page 17.
Power is on but copying is not possible.	• Is the READY indicator off?	Wait until warm-up is complete. Warm-up time is approximately 30 seconds.
	• Is the [indicator] indicator on?	Copy paper is needed. See page 3, LOADING COPY PAPER.
	• Is the [indicator] indicator blinking?	Toner is required. See page 4, ADDING TONER.
	• Is the [indicator] indicator blinking?	A misfeed has occurred. See page 14, MISFEED REMOVAL.
	• Is only the POWER SAVE (⏻) indicator on?	The copier is in the auto power shut-off mode. Press the print ( ) button. See page 24, POWER SAVE MODE.

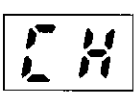
Please contact your authorised Sharp Service Centre immediately if a problem persists after checking the above.

Self-diagnostic function

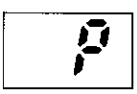
An automatic self-diagnostic function is built into the copier. Should the copier malfunction, the self-diagnostic function will locate the problem and stop the copier to prevent damage. An alphanumeric code will appear on the copy quantity display.



Example 1
Should the copier completely stop and a letter and a number appear alternately, contact your authorised Sharp Service Centre immediately.



Example 2
This code appears when the side cover of the optional paper feed unit is open.



Example 3
This code appears when paper misfeeds or runs out in the optional multi bypass feeder.

SUPPLIES

Types and sizes of copy paper

ORDINARY PAPER

- **Automatic feeding from the paper tray**

Size:	A5 (5-1/2" x 8-1/2") ◄►	B4 (10" x 14")
Weight:	56 g/m² (15 lbs.) ◄►	80 g/m² (21 lbs.)

- **Manual bypass (single sheet feed)**

Size:	A6 (5-1/2" x 8-1/2") ◄►		B4 (10" x 14")
Weight:	52 g/m² (14 lbs.) ◄►	104 g/m² (28 lbs.) ◄►	130 g/m² (34 lbs.)

A4 (8-1/2" x 11") is the maximum size for paper weighing from 104 to 130 g/m² (28 to 34 lbs.).

SPECIAL PAPERS

Special papers must be fed one sheet at a time through the manual bypass. See page 10.

Transparency film	Labels	Tracing paper

Supplies and storage

SHARP

GENUINE SUPPLIES

Standard supplies for this copier that are to be replaced by the user are copy paper and toner.
For best copying results, be sure to use only Sharp products.
The package of Sharp toner has the Genuine Supplies label.

Proper storage

1. **Store the supplies where it is:**
   - dry,
   - an even temperature,
   - not exposed to direct sunlight,
   - clean.

2. **Store copy paper in the wrapper and lying flat.**
   - Paper stored out of the wrapper or in packages standing on end may curl or get damp, resulting in paper misfeeds.

SPECIFICATIONS

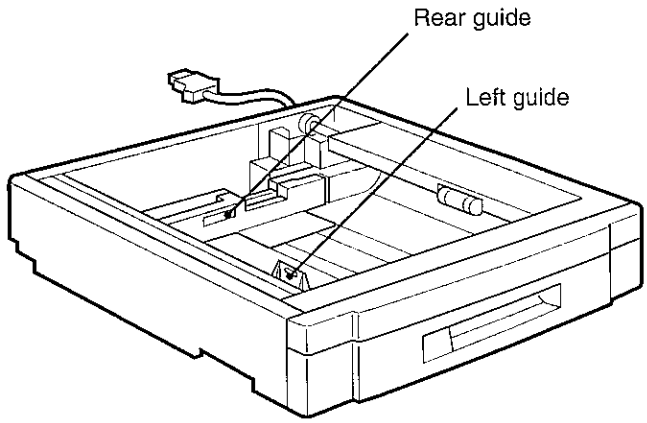
Type	Desktop
Copy system	Dry, electrostatic transfer
Originals	Sheets, bound documents
Original sizes	Max. B4 (10" x 14")
Copy sizes	Max. B4 (10" x 14"), min. A6 (5-1/2" x 8-1/2")
Copying speed (at 100% copy ratio)	14 copies/min. (A4 (8-1/2" x 11")) 11 copies/min. (B4 (8-1/2" x 14", 10" x 14"))
Continuous copy	Max. 99 copies; subtractive counter
First-copy time	5.9 sec. (except in a power save mode)
Warm-up time	Approx. 30 sec.
Copy ratio	SF-2014: Fixed 100% SF-2114: Variable between 64% to 129%, in 1% increments (total 66 steps); preset at 100%, 81%, 70%, 115%, 122% (100%, 78%, 64%, 117%, 129%)
Exposure system	Moving optical source, slit exposure (stationary platen) with automatic exposure function
Copy paper feed	One paper tray with automatic feed (250 sheets), one manual bypass
Fusing system	Heat rollers
Developer system	Magnetic brush development
Light source	Halogen lamp
Power supply	Local voltage ±10%
Power consumption	Max. 1.4 kW
Overall dimensions (with exit tray)	761 (W) x 480 (D) mm (29-31/32" (W) x 18-29/32" (D))
Weight	SF-2014: Approx. 26.2 kg (57.8 lbs.) SF-2114: Approx. 26.7 kg (58.9 lbs.)
Copier dimensions	500 (W) x 480 (D) x 295 (H) mm (19-11/16" (W) x 18-29/32" (D) x 11-5/8" (H))
Optional equipment	Paper feed unit (SF-CM14) (optional with SF-2114 only) Multi bypass feeder (SF-MF14) Paper tray (SF-UB14) Personal counter (SF-71A/71B)

Specifications are subject to change for improvement without notice.

PAPER FEED UNIT (SF-CM14)
[SF-2114 only]

The paper feed unit provides the convenience of increased paper capacity for the copier and makes a choice of paper sizes readily available for copying.
This paper feed unit holds up to 250 sheets of copy paper.
The paper tray in the paper feed unit can be replaced by an optional paper tray (SF-UB14). See page 38, PAPER TRAY (SF-UB14).

NOTE:
This optional equipment can be installed in the SF-2114 but not in the SF-2014.

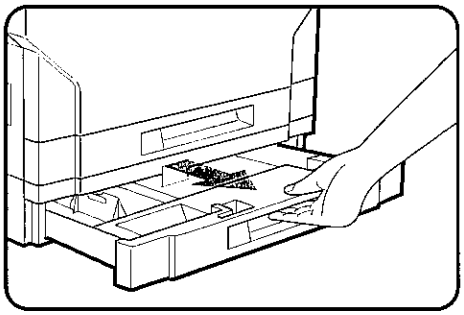


Specifications

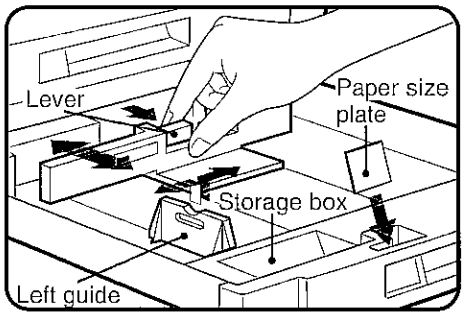
Copy size	A5 to B4 (5-1/2" x 8-1/2" to 10" x 14")
Paper capacity	250 sheets

Specifications are subject to change for improvement without notice.

Loading copy paper

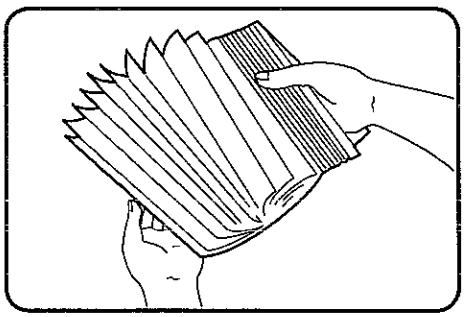


1 Gently lift and pull out the paper tray of the paper feed unit.



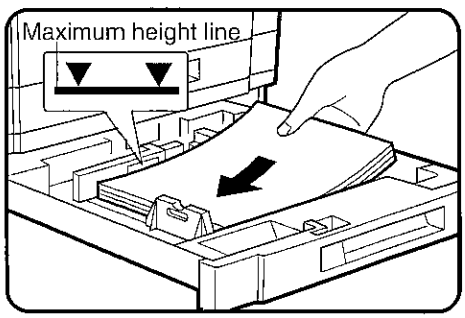
2 To change to a different size of paper, the tray must be adjusted.

- Move the left guide to the appropriate slot as marked on the tray. When using B4 (8-1/2" x 14") paper, remove the left guide and place it in the storage box.
- Push and hold the lever on the rear guide and move the guide to match the width of paper.
- Place the paper size plate as shown in this illustration. The paper size indication which shows through the slot on the front of the copier should match the selected paper size.

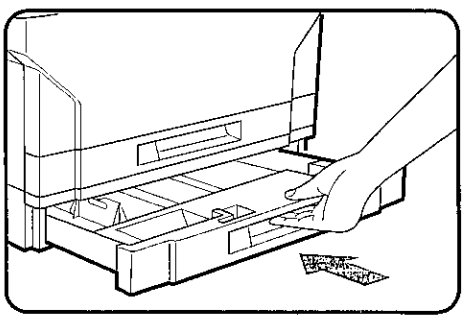


3 Fan the copy paper and insert it into the tray.

- Set the paper properly along the left and rear guides.

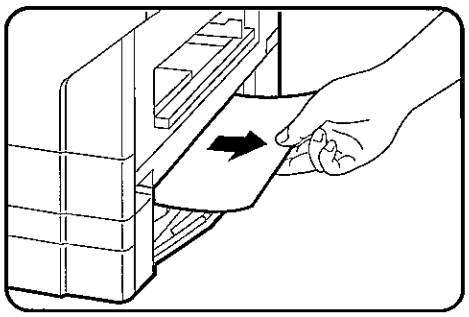


- The tray holds up to 250 sheets of paper. Do not load paper above the maximum height line.
- When adding paper, first remove remaining paper, combine it with the paper to be added and then reload as a single stack.



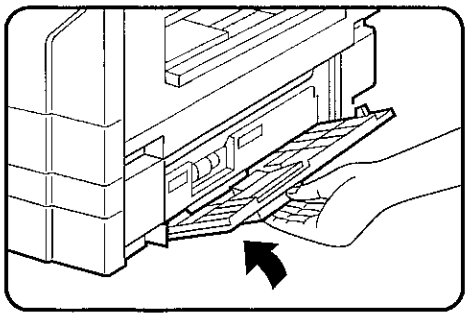
4 Push the paper tray firmly back into the copier.

Misfeed removal



1 **Open the side cover of the paper feed unit and remove any misfed paper.**

- Be careful not to tear the misfed paper during removal.

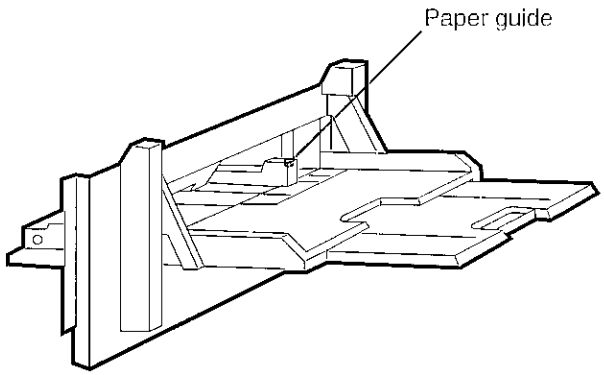


2 **Close the side cover.**

- Confirm that the misfeed ( ) indicator has gone out.

MULTI BYPASS FEEDER (SF-MF14)

The multi bypass feeder automatically feeds up to 50 sheets of standard copy paper.

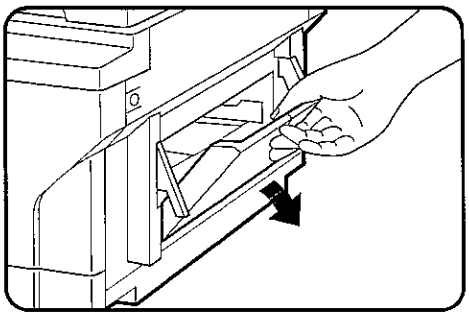


Specifications

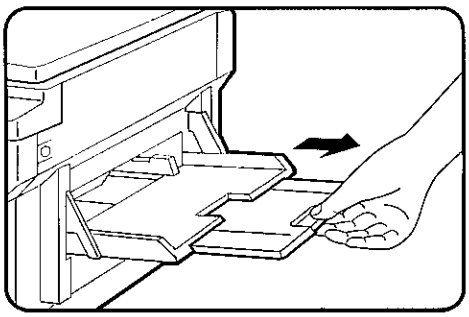
Acceptable copy paper	(Automatic feed) Weight: 56 to 80 g/m² (15 to 21 lbs.) Size: A5 to B4 (5-1/2" x 8-1/2" to 10" x 14") Up to 50 sheets, provided the total aggregate thickness does not exceed 5 mm (3/16") (Single sheet feed) Weight: 52 to 130 g/m² (14 to 34 lbs.) Size: A6 to B4 (5-1/2" x 8-1/2" to 10" x 14") (A4 (8-1/2" x 11") is the maximum size for paper weighing from 104 to 130 g/m² (28 to 34 lbs.))
Weight	Approx. 1 kg (2.2 lbs.)
Dimensions	344 (W) x 383 (D) x156 (H) mm (13-35/64" (W) x 15-5/64" (D) x 6-9/64" (H))
Overall dimensions with copier	966 (W) x 480 (D) mm (38-3/64" (W) x 18-29/32" (D))
Power supply	Drawn from the copier

Specifications are subject to change for improvement without notice.

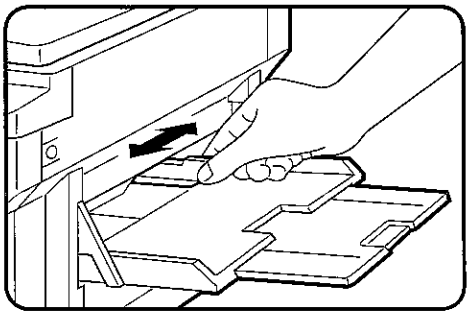
Using the multi bypass feeder



1 **Unfold the multi bypass feeder.**

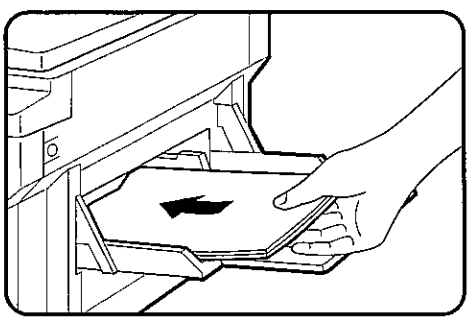


2 **Extend the feeder tray.**



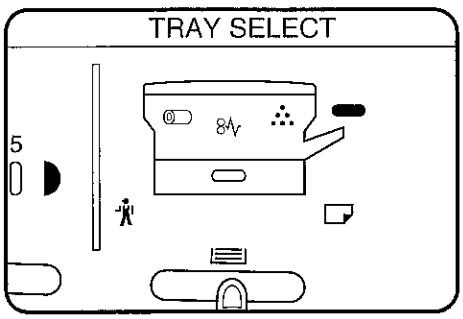
3 **Set the paper guide to the copy paper width.**

- Paper other than A6 size must be fed narrow side into the feed slot.
- A6 size paper must be set according to width.

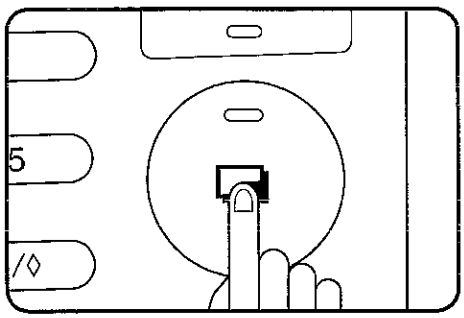


4 **Insert the copy paper all the way into the multi bypass feeder.**

- Up to 50 sheets of standard copy paper measuring from A5 to B4 (5-1/2" x 8-1/2" to 10" x 14") can be loaded in the multi bypass feeder. A6 size copy paper must be fed individually.
- Transparency film, labels, tracing paper, and other special purpose papers must be fed individually.
- When adding paper, first remove remaining paper, combine it with the paper to be added and then reload as a single stack.

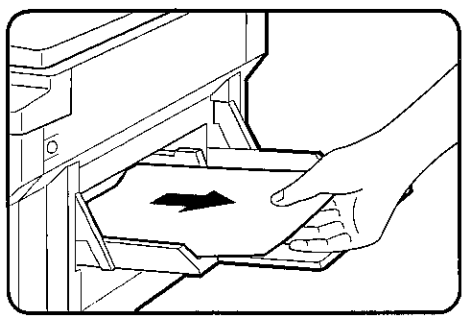


5 **Press the TRAY SELECT (▤) key to select the bypass.**



6 **Leave the copy quantity at 0 if using special papers. Set the number of copies if using standard copy paper.**

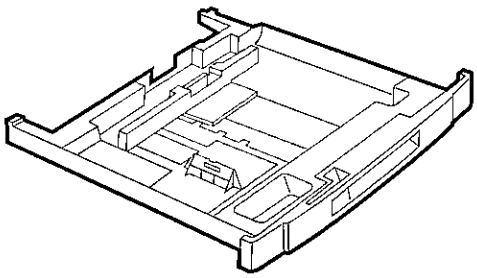
7 **Press the print (▣) button.**

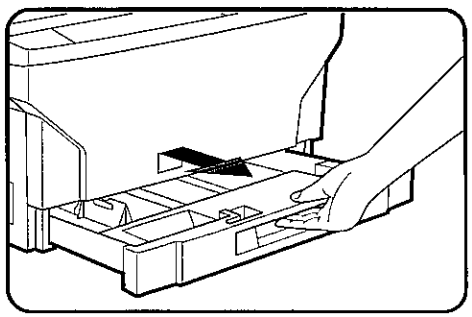


- Blinking [P]
  If the bypass feeder becomes empty during continuous copying, [P] will blink on the copy quantity display informing the operator that paper should be added. If [P] blinks when copy paper is present in the bypass feeder, paper has not been fed correctly. Gently pull out the misfed paper in this case. If the paper cannot be pulled out, remove it referring to page 15, "Misfeed in the transport area and fusing area".
  In either case, after carrying out the necessary remedy, press the print (▣) button to cancel the blinking [P] and to restart copying. To cancel the blinking [P] without restarting copying, press the clear (C) key.

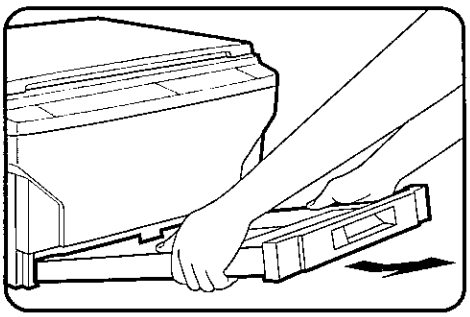
PAPER TRAY (SF-UB14)

The paper tray in the copier can be replaced with an optional paper tray. To replace the paper tray, follow the procedure below.
The optional paper tray can also be used in the optional paper feed unit (SF-2114 only).
To load copy paper into the paper tray, see page 3, LOADING COPY PAPER.

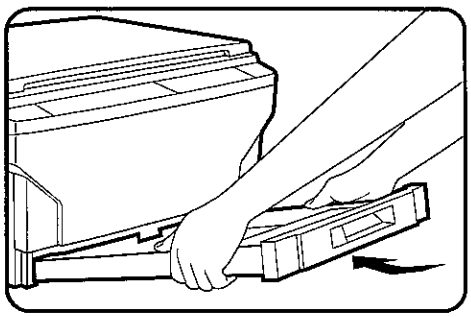




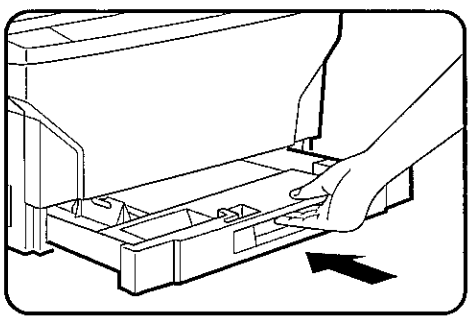
1 **Gently lift and pull out the paper tray until it stops.**



2 **Gently lift and remove the paper tray.**



3 **Insert the new paper tray at an angle, as shown.**



4 **Push the paper tray firmly back into the copier.**

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